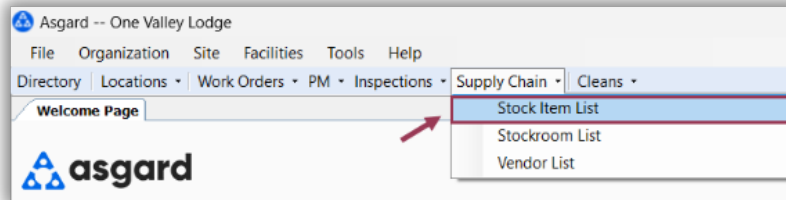
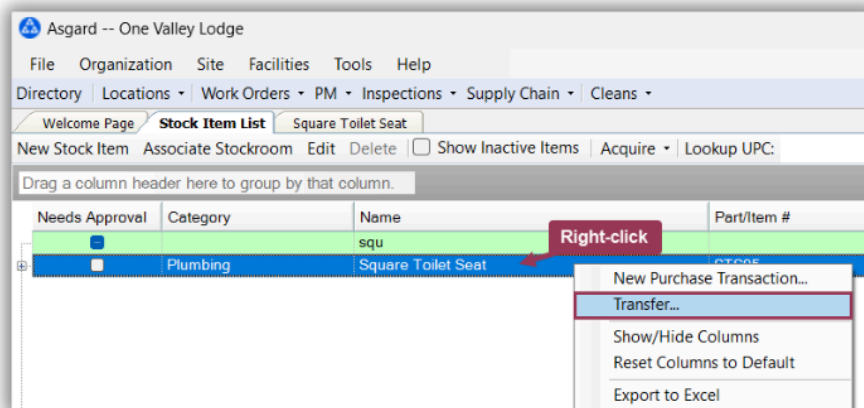


Step 1: From the **Supply Chain** dropdown, select **Stock Item List**.



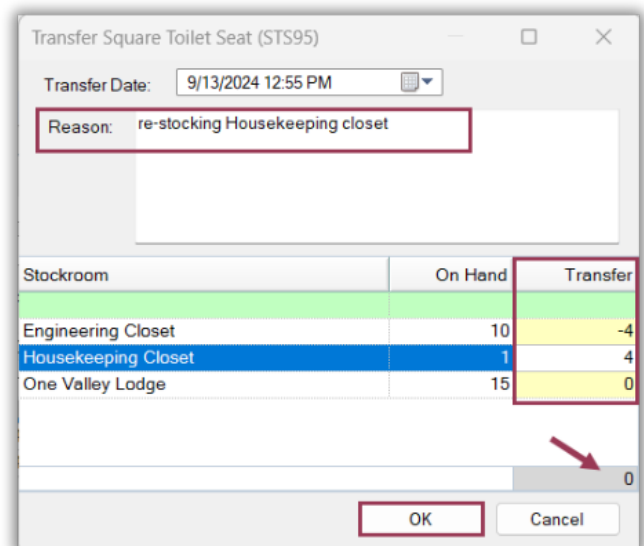
Step 2: Using the green filter bar, search for the Name of the Stock Item you need to transfer. Highlight the item and right-click. Select the **Transfer** button.



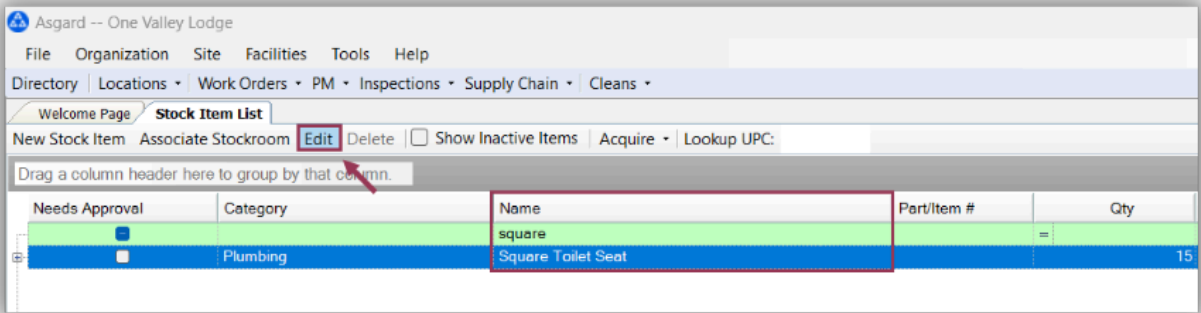
Step 3: Update the Date if necessary (defaults to today). Enter a Reason if desired. In the orange Transfer column, select the stockroom you're removing the items from and enter a **negative number** for the item being transferred. Then, in the same column, add the number of items you're transferring to the correct stockroom(s).



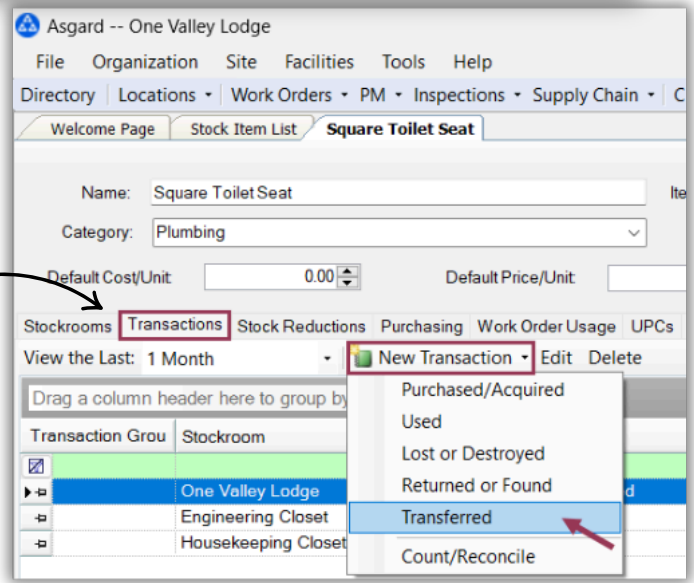
You cannot subtract more items than what the stockroom currently has in inventory. You can transfer items to multiple stockrooms at once, but the total in the grey box must equal 0 before you're able to click OK



Step 4: Or you can transfer from the **Stock Item List** screen, by highlighting the selected stock item and clicking **Edit**.



When the Stock Item screen opens select the **Transactions** tab, open the **New Transaction** drop-down, and select **Transferred** and repeat **Step 3**.



Step 5. The new Transfer actions will now appear under the Transactions Tab of the selected Stock Item screen

